

Circular 3

In accordance with the discussions held in the IQAC Core Committee Meeting held on 07.11.2020 (Saturday) and resolutions adopted therein, the following **Central Monitoring Committee, Preparation Sub-Committees** and **Teams** have been approved for smooth conduct of different works pertaining to the forthcoming NAAC Peer Team Visit (PTV) to our college related to the 3rd Cycle of Assessment and Accreditation.

IQAC will hold meetings separately for each Preparation Sub-Committee and Team for allocation of the assigned duties and responsibilities.

Role of the Central Monitoring Committee: To monitor the overall arrangements and tasks pertaining to PTV

Role of the Preparation Sub-Committees: To undertake and execute tasks before PTV

Role of the Teams: To coordinate, monitor and execute tasks during the PTV

It has also been resolved to allocate IQAC Core Committee Members to monitor the functioning of different Teams in a distributed manner.

CENTRAL MONITORING COMMITTEE

SL. NO.	MEMBERS	DESIGNATION
1	DR. MANOJ KUMAR MAHANTA	PRINCIPAL
2	DR. RANJITA DEKA	VICE PRINCIPAL
3	ATANU KUMAR CHOWDHURY	SENIOR FACULTY MEMBER
4	DR. RANJIT DAS	ACADEMIC HEAD
5	DR. MANJIT KUMAR MAZUMDAR	COORDINATOR, IQAC

IN-CHARGES (IQAC CORE COMMITTEE MEMBERS)

Names of IQAC Members	Jurisdiction of Supervision
DR. RANJITA DEKA	Team 7, Team 9
ATANU KUMAR CHOWDHURY	Team 4, Team 14
DR. RANJIT DAS	Team 6
DR. REENA BARMAN KALITA	Team 1, Team 5, Team 15
PRIYANKA SARMAH	Team 2
DR. IRA DAS	Team 8
ARPITA DAS	Team 12
NANDITA RAJBONGSHI	Team 3
DR. AMAR JYOTI DUTTA	Team 8
DR. SABRINA IQBAL SIRCAR	Team 13
UNINDAJYOTI CHOUDHURY	Team 13
DIGANTA TALUKDAR	Team 12

**** Teams 10 and 11 to be under direct supervision of CMC**

PREPARATION SUB-COMMITTEE 1
DEPARTMENT ORIENTATION

SL. NO.	MEMBERS
1	DR. RANJITA DEKA
2	DR. RANJIT DAS
3	DR. IRA DAS
4	ARPITA DAS
5	DR. AMAR JYOTI DUTTA

PREPARATION SUB-COMMITTEE 2
CAMPUS ORIENTATION

SL. NO.	MEMBERS
1	DR. JYOTI PRASAD DAS
2	DR. CHANDRA KANT PAWE
3	AMIT KUMAR PRADHAN
4	DR. BHRIGU KUMAR NATH
5	DR. KRISHNA DAS

PREPARATION SUB-COMMITTEE 3
OFFICE, UNITS & WINGS ORIENTATION

SL. NO.	MEMBERS
1	DR. AVIJIT KUMAR DUTTA
2	DR. GIREEN CHANDRA DAS
3	DR. JAYANTA DEKA
4	DR. BIDYUT BIKASH BAISHYA
5	DIGANTA TALUKDAR

TEAM 1

ACCOMODATION, TRANSPORTATION AND SIGHT-SEEING FOR PEER TEAM

SL. NO.	MEMBERS
1	DR. RANJITA DEKA (Airport Reception)
2	ATANU KUMAR CHOWDHURY (Airport Reception)
3	DR. MANJIT KUMAR MAZUMDAR (Airport Reception)
4	DR. AVIJIT KUMAR DUTTA (Sight-Seeing Arrangements)
5	DR. JAYANTA DEKA (Sight-Seeing Arrangements)
6	PRADIP CHANDRA KALITA (Transportation and Hotel Arrangements)

7	DR. JYOTI PRASAD DAS (Transportation and Hotel Arrangements)
8	DR. AMAR JYOTI DUTTA (Transportation and Hotel Arrangements)

TEAM 2

MAIN GATE/ AUDITORIUM (HALL & STAGE) ARRANGEMENTS

SL. NO.	MEMBERS
1	DR. REENA BARMAN KALITA
2	DR. PRIYAM BARTHAKUR
3	DR. NAMITA DAS
4	DR. BAIKUNTHA RAJBONGSHI

TEAM 3

GUARD OF HONOUR AND DISCIPLINARY ARRANGEMENTS

SL. NO.	MEMBERS
1	DR. RANJIT DAS
2	NANDITA RAJBANGSHI (NSS)
3	DR. JYOTI PRASAD DAS (NCC Army)
4	DR. BIDYUT BIKASH BAISHYA (NCC Navy)
5	DR. KARABI KHERKATARY BORO (NCC Air)
6	UPAMA KALITA (NCC Girls)

TEAM 4

PPT PRESENTATIONS (PRINCIPAL & DEPARTMENTS) AND EXIT MEETING

SL. NO.	MEMBERS
1	ATANU KUMAR CHOWDHURY
2	DR. SABRINA IQBAL SIRCAR
3	NAYAN MAHANTA
4	PINKI PATHAK

TEAM 5

FOOD AND REFRESHMENTS

SL. NO.	MEMBERS
1	DR. REENA BARMAN KALITA
2	NIVA DEKA
3	DR. JYOTIRMOY SENGUPTA
4	BADAN CHANDRA MAHANTA
5	DR. DIPALI BARUAH
6	SEEMA KAUR
7	DIGANTA TALUKDAR

TEAM 6

PEER TEAM MEETING WITH STUDENTS

SL. NO.	MEMBERS
1	DR. RANJIT DAS
2	DR. BHRIGU KUMAR NATH

TEAM 7**PEER TEAM MEETING WITH GUARDIANS**

SL. NO.	MEMBERS
1	DR. RANJITA DEKA
2	NIVA DEKA
3	SAROJ SARMA

TEAM 8**PEER TEAM MEETING WITH ALUMNI**

SL. NO.	MEMBERS
1	SEEMA KAUR
2	DR. MRIDUL RABHA
3	PRADIP CHANDRA KALITA
4	DR. MAKIBUR RAHMAN
5	DR. SABRINA IQBAL SIRCAR

TEAM 9**LUNCHEON MEETING**

SL. NO.	TEAM MEMBERS
1	DR. RANJITA DEKA
2	ATANU KUMAR CHOWDHURY
3	DR. RANJIT DAS
4	DR. NANDINI MORAL SARMA
5	DR. REENA BARMAN KALITA
6	PRIYANKA SARMAH

TEAM 10**PEER TEAM VISITS TO DEPARTMENTS AND FACILITIES**

SL. NO.	MEMBERS
1	DR. RANJITA DEKA
2	DR. MANJIT KUMAR MAZUMDAR
3	DR. IRA DAS
4	DR. GARGEE SHARMAH

TEAM 11**CRITERION-WISE DOCUMENT VERIFICATION**

SL. NO.	MEMBERS
1	NANDITA RAJBONGSHI (CRIT. 1)
2	DR. MRIDUSMITA DEVI (CRIT. 2)
3	DR. PRIYAM BARTHAKUR (CRIT. 3)
4	DR. PARASHMANI DAS (CRIT. 4)
5	DR. GARGEE SHARMAH (CRIT. 5)
6	DR. REENA BARMAN KALITA (CRIT. 6)
7	ARPITA DAS (CRIT. 7)
8	ATANU KUMAR CHOWDHURY

TEAM 12**PEER TEAM LOGISTICS SUPPORT**

SL. NO.	MEMBERS
1	DR. MASIH SAIKIA
2	NAYAN MAHANTA
3	PINKI PATHAK
4	NABA KUMAR SARMA

TEAM 13**CULTURAL PROGRAM**

SL. NO.	MEMBERS
1	BISHWAJYOTI DEV MAHANTA
2	DR. KALPANA TALUKDAR
3	ARKAJA BHARADWAJ

TEAM 14**EVENT COVERAGE**

SL. NO.	MEMBERS
1	ATANU KUMAR CHOWDHURY
2	DR. IRA DAS
3	DR. PARASHMANI DAS
4	DR. SABRINA IQBAL SIRCAR
5	DR. GANGOTRI BHUYAN

TEAM 15**PEER TEAM RECEPTION**

SL. NO.	MEMBERS
1	DR. NANDINI MORAL SARMA
2	NIVA DEKA
3	DR. NAMITA DAS
4	ARPITA DAS
5	DR. GARGEE SHARMAH

NB: Schedule of meetings with every constituent unit will be notified shortly in a phased manner.



(Dr. Manjit Kumar Mazumdar)
Coordinator, IQAC

Dated: 07.11.2020